

ADMINISTRATIVE - INTERNAL USE ONLY

**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 30 JULY 1986**

**1. Progress Report on Tasks Assigned by the DCI/DDCI:**

No tasks assigned during this reporting period.

**2. Items or Events of Major Interest that have Occurred During the Preceding Week:****A. DAS**

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(1) [ ] is currently updating a 51 page CONIF user manual dated 1980. This manual will serve as an aid to individuals who are not completely familiar with the day-to-day operations of the Agency's Contract Information System but need to retrieve information stored in the data base.

(2) C/DAS has reviewed and commented on the content of the draft FARS System Development Plan. This document will formalize the steps and procedures to be taken in rebuilding FARS.

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(3) LETTS (Logistics Employee Training and Tracking System) [ ] has finished writing the procedures to generate the needed reports for OL/P&TS and OL/P&PD. Ten new reports were added to the already existing three reports from the DDI EMPLOYEE SYSTEM. [ ] will submit the reports to [ ] (OL/IMSS) and [ ] (OL/P&TS) for approval. [ ] has begun working on the logic for decrementing the budget from the appropriate office, division, and branch each time a class is taken.

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(4) A draft "strawman" of [ ] inventory control package requirements has been prepared and distributed locally for comment. It will be used as the basis for establishing final and coordinated requirements. [ ]

**B. Regulations**

(1) IMSS actions on regulations included the following:

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